

C-O-N-F-I-D-E-N-T-I-A-L

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-25-3

SECURITY/  
22 June 1966

DISPOSAL OF CLASSIFIED WASTE

RECISION: Notice No. 10-25-2, dated 1 February 1963

25X1

1. [ ] is equipped with two types of machines for the disposal of classified waste. For the bulk of material being destroyed (80% of the total), a pulper or wet process known as SOMAT is used. This machine acts only on water soluble matter such as paper, IBM cards, photographs, maps, etc. Material other than this will impair production output and in instances cause minor breakdown of equipment. For film and other non-soluble items a small incinerator is used.

2. Bearing in mind the volume and the two entirely different types of destructors, it is important that all waste be bagged and handled according to its contents. Effective immediately the following procedures will be adhered to:

a. All ordinary classified waste consisting of paper products will be placed in the large or the small bags provided for classified waste. These bags may be obtained from the Supply Room.

b. All film, film cuttings and scraps, plastics, cloth matter, typewriter ribbons and similar non-soluble classified material shall be placed only in bags, identified with a large letter "F" stenciled or painted thereon. These bags also may be obtained from the Supply Room.

c. The trash chute, which has openings on the first through the fifth floors, will be used only for classified trash contained in the types of bags mentioned in a. and b. above.

3. Activities that have large volumes of classified trash such as the Photographic Laboratory Branch, Reproduction and Printing Branch, Reference Library, and sections of IPD should deliver their trash to the classified trash vault, Room 1S 316 first floor, on a daily basis. Arrangements to have this vault opened can be made by calling the Supply Section,

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Distribution: No. 3

*Recorded  
per No. 10-3  
dtd 1 Apr 69*

Executive Director

Group 1

Excluded from automatic

C-O-N-F-I-D-E-N-T-I-A-L

downgrading and declassification

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